

# San Diego Public Library Catalog



## Search Tips

In the catalog (see screen below), you can do a words or phrase, author, title, subject, series, or a periodical title search. You can also access the Advanced Catalog Search screen by clicking on **Advanced Catalog Search** phrase.

### Words or Phrase (similar to a Keyword search)

Type in your search terms and click Search. You can also combine search terms using AND, OR, NOT. For example:

- *Just who will you be*
- *dresses and heigl* (27 dresses)
- *Seuss not butter* (any book by Dr. Seuss except *The butter battle book*)

### Author

To find titles by one author, type in the last name (first name if you have it) and select Author from the pull down menu and click on Search. For example:

- *David Baldacci*
- *Baldacci David*

To find titles by more than one author, type in both last names (first names if you have them), select Author from the pull down menu and click on Search. For example:

- *Douglas Preston and Lincoln Child*

## **Title**

To search for a title, type in a few words, select Title from the pull down menu and click on Search. For example:

- *T is for trespass*
- *Audition*
- *Sundays at Tiffanys*

To search for an **exact title**, go to the Advanced Catalog Search screen and click on **Browsing** (top right under Catalog Searches). Type in the title, and select Title from the menu. An alphabetical list is displayed where your search term would appear, if owned by the library.

<b>Catalog Searches</b>
Browsing
Call Number

## **Subject**

To search for a subject, type in a few words of the subject, then select Subject from the pull down menu and click on Search.

For example:

- *jaguar repair manual*
- *olympic games*
- *Paris guidebooks* (also try Words/Phrase: *Paris and guidebooks*)

## **Series**

For titles in a series, type in the title of the series, select Series from the pull down menu and click on Search. For example:

- *Magic School Bus*
- *Adventures of the Bailey School kids*
- *Left behind*

## **Periodical Titles**

For periodical titles (magazines, newspapers, etc.), type in the title you are trying to find, select Periodical Title from the pull down menu and click on Search. For example:

- *Architectural Digest*
- *People Weekly*
- *Newsweek*

## Advanced/Combined Searches

For more choices, click on Advanced Catalog Search and fill in the appropriate fields with the information you want to find.

## Limiting Searches

Click on **Advanced Catalog Search** phrase.

Make selections from the pull-down menus for Library, Language, Type, Genre, Reading Level, and Publication year. Some common Item Types include Book, DVD Video, Audiobook on CD, Music CD, Downloadable Audiobook and more.

You can also select how you want your terms searched such as Keyword, Left to Right, or Exact Content and how your search is Sorted.

## Substitution and Truncation

Use the **question mark (?)** symbol as a substitute for a missing character in a search term. For example, type **wom?n** in the search field. The appropriate records containing either “woman” or “women” will be displayed.

Use the **dollar sign (\$)** symbol to truncate a search term. The \$ can represent a single character, many characters, or no characters. If you follow the \$ symbol with a number, the system limits the number of characters matched. When more than one term in a search expression is truncated, each term is searched for all variations. For example, if you enter **JAMES\$**, the system locates the specified records containing the terms "Jame," "James," "Jameson," and "Jamerton."

The screenshot shows the 'Advanced Catalog Search' form. It features a top section with six search fields: 'words or phrase', 'author', 'title', 'subject', 'series', and 'periodical title'. Each field has a pull-down menu to its left and an 'And' connector pull-down to its right. Below these fields are 'Search' and 'Reset' buttons. The bottom section contains filters for 'Library' (set to 'ALL'), 'Language' (set to 'All Languages'), 'Type' (set to 'ANY'), 'Genre' (set to 'ANY'), 'Reading Level' (set to 'ANY'), 'Match on' (set to 'Keywords'), 'Pubyear' (empty), and 'Sort by' (set to 'None').

## Browsing

**San Diego Public Library Catalog**  
Your Link to the Past & Gateway to the Future

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**Advanced Catalog Search**

words or phrase  And   
author  And   
title  And   
subject  And   
series  And   
periodical title

Library   
Language   
Type   
Genre   
Reading Level   
Match on   
Pubyear

**Catalog Searches**  
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You can switch to browsing from the Advanced Cataloged Search screen by clicking the **Browsing** link in the Catalog Searches box.

Browsing searches produce a list of author, title, subject, series, and/or periodical title headings in the alphabetic vicinity of your search word. To the right of each item on the list, the number of items with the word in a subject heading displays.

Once the browse list displays, click any item to see the Search Results for that item. If available, you can search Web Resources for similar browse list items.

**Browsing**

Browse on:

Library

Enter your search term in the Browse on box. The click on the search type such as author, title, subject, series, or periodical title.